

Assurance Council



MINUTES

5/24/11

10:30

COMITIUM

MEETING CALLED BY	Bruce Chrisman			
TYPE OF MEETING	Fermilab Assurance Council			
FACILITATOR	Bob Grant			
NOTE TAKER	M. Tolian			
ATTENDEES	B. Chrisman C. Conger L. Hill – by phone R. Ortgiesen E. Vokoun	B. Grant D. Carlson K. Van Vreede V. White J. Heyes	A. Filak G. Leonard N. Grossman S. Henderson	B. Boroski G. Beck P. Garbincius J. Macier

Agenda topics:

- Poll for New Management Issues
- CAS Review Guidance – Larry Hill
- Update from Dave Carlson
- Discuss Lessons Learned Program

DISCUSSION

No Management Issues

CAS Review Guidance – L. Hill

Agenda sent to AC Members. Dates of meeting are June 12-15. L. Hill outlined the general flow of events on day one with the overview presentations, and advised that day two events may change after day one, depending on the progress made.

Overview presentations should be sent to Michelle Terry, with copies to Larry Hill by 6/8/11.

Day two agenda is split into two portions; each portion is assigned to a 3-person team. They will be informal, QA based, and following the Lines of Inquiry. High level process mapping is wanted.

Would like the Committee to have access to FESHM & other CA websites.

Update on Management System Document Example – D. Carlson

Jeff Irvin is beginning to write the Business Operations Management System Description document from a fresh perspective, not having been involved in the planning stages. It should be ready prior to the CAS Review.

B. Chrisman mentions that the CAS document from ORNL is significantly different from the FNAL approach. FNAL much more in line with Berkeley. Will provide the ORNL document for posting with the meeting minutes. Reminds AC that the DOE CAS Review will likely begin on the 23rd or 24th of August. The team members are being reviewed by the Steering Committee.

Lessons Learned Program – E. Vokoun

Described the process as it stands today for creating a Lesson Learned. E. Vokoun goes through lessons sent to us by DOE; sends to Lessons Learned Coordinator (LLC) and/or a subject matter expert. On Lessons that are kept, they are entered into the database.

Each Management System Owner should identify a LLC, and they will be trained on what their role will be. One or more backups should also be assigned, since there are 10-day response deadlines.

G. Leonard warns of careful wording of reports.

Alicia Filak reported on her experience at the Internal Audit Director's Meeting.

ITEMS FOR FOLLOW-UP
SPECIAL NOTES OR HANDOUTS
<p>Lines of Inquiry are now posted in the DOCUMENTS area of the AC website. Address listed below.</p> <p>All Meeting Minutes, along with any handouts and slide presentations, will be posted on the web at:</p> <p>http://www.fnal.gov/directorate/AC/index.html</p>